

**Executive Summary:** The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs announces an open competition for Empowering Women and Girls through Sport Program as part of the International Sports Programming Initiative. This initiative will consist of approximately 12 short-term U.S.-based and overseas programs focused on using sport as a tool for women's empowerment. The program envisions approximately 115 participants from overseas coming to the U.S., and approximately 20 American participants traveling overseas. Public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 U.S.C. 501(c)(3) may apply.

**I. Funding Opportunity Description:****Authority:**

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

**Purpose:** The Office of Citizen Exchanges welcomes proposals for two-way exchanges that directly respond to the following objectives: 1) To use sport as a tool to introduce foreign participants to the United States, and specifically to girls-focused programming; 2) To increase

the capacity of girls' sports programs overseas; and 3) To use mentorships to foster professional relationships between women's sports leaders and administrators in the United States with those overseas.

It has been shown that women's participation in sport can improve physical health, foster self-esteem, and provide opportunities for leadership and achievement. By demonstrating the important and growing role that sports play in the social development of women and girls in the United States, these sports exchange programs will foster women's empowerment in participating countries.

All foreign participants will benefit from the effectiveness of sport in communicating American ideals and values despite language and other cultural barriers.

Foreign participants will gain a deeper understanding of U.S. society and culture through interactions with participants from the United States, as well as through sessions on the history of Title IX and its implications in the United States. The Americans with whom they spend time in the United States, along with Americans who travel

overseas, will learn about the experience of their foreign counterparts.

### **Sports Visitor Programs**

The visitor program will introduce participants to: the integration of sports into the education and lives of women and girls in the United States; the role of sports in teaching teamwork, healthy behaviors, and leadership skills; and to develop the participants' skills and knowledge in using sport as a vehicle for positive change in their communities.

The primary audience will be either youth players (14-17 years old) or coaches who work with girls and are committed to the development of girls' sport programs. Program Sessions may include some combination of the following topics: Title IX; disability sports; sport-specific clinics; teambuilding; schools in the United States; after school programming; volunteerism; coaching & youth development; women's health, including fitness and nutrition; leadership activities; exposure to sports programs specifically for girls; recruiting participants

and funding women's sport programs; and conflict resolution.

ECA estimates approximately 115 visitors for 10-day programs. Most programs will either begin or end in the Washington, D.C. area. Other program sites will be determined by ECA, in consultation with the cooperating agency. For more information on budgeting, please consult the POGI.

### **Sport Envoy Programs**

Sports Envoys will be a combination of American sports program administrators, coaches, and athletes who will focus on female athletes and coaches, as well as the development of girls' sports programming infrastructure. The embassies will have a key role in implementing the programs, but the cooperating agency will help to develop program materials, recruit sport program administrators, and may arrange airfare. Additionally, small groups of American envoys may require an orientation before traveling overseas. The applicant should plan on approximately 20 participants receiving an orientation in the Washington, D.C. area before heading overseas.

**Sports Mentorship Program**

The Sports Mentorship component will link approximately 20 foreign emerging leaders in women's sports from ECA-selected countries, who have at least two years of professional experience in building sports programs for women and girls, with female peer mentors in the United States for an approximately four-week mentorship program. The program is designed to reach beyond the exchange by serving as the basis for an international professional support network for women working in sport. Participants will also have access to the community of alumni from previous State Department sponsored exchange programs.

Applicant organizations must identify a sampling of the U.S. organizations and individuals with whom they are proposing to match foreign participants. Proposals should contain letters of commitment or support from partner organizations for the proposed mentorships. A description of any previous cooperative activities with these partner organizations must be included in the proposal, along with information about their mission, activities, and accomplishments. Applicants should clearly outline and

describe the roles and responsibilities of all partner organizations in terms of project logistics, management and oversight.

By participating and working with female athletes and administrators from around the globe, the participants will develop a broader world view; they will have opportunities to connect with women and girls across borders and promote mutual understanding and partnerships. They will be able to harness the tools sport provides for helping women and girls to live a healthy and independent life that will enable them to pursue educational, career, and leadership opportunities that otherwise may have been closed to them.

Further details on specific program responsibilities can be found in the Project Objectives, Goals, and Implementation (POGI), which is part of the formal solicitation package available from the Bureau. Interested organizations should read the entire Federal Register announcement for all information prior to preparing proposals.

In a cooperative agreement, ECA/PE/C/SU is substantially involved in program activities above and beyond routine

monitoring. ECA/PE/C/SU activities and responsibilities for this program are as follows:

1. Participating in the design and direction of program activities, including approval and input for all program agendas and timelines;
2. Providing guidance in execution of all project components;
3. Providing guidance on content and speakers for workshops;
4. Assisting with SEVIS-related issues;
5. Assisting with participant emergencies;
6. Selecting participating countries for programming;
7. Liaising with Public Affairs Sections of the U.S. Embassies and country desk officers at the State Department;
8. Liaising with the U.S. professional sports leagues and federations to select Sports Envoys and help in hosting Sport Visitor delegations.

## **II. Award Information:**

**Type of Award: Cooperative Agreement** ECA's level of involvement in this program is listed under number I above.

**Fiscal Year Funds: FY 2012**

**Approximate Total Funding: \$1,000,000**



**Approximate Number of Awards:** 1

**Approximate Average Award:** \$1,000,000

**Anticipated Award Date:** Pending availability of funds,  
**February 15, 2012.**

**Anticipated Project Completion Date:** June 30, 2013

**Additional Information:** Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this cooperative agreement for two additional fiscal years, before openly competing it again.

### **III. Eligibility Information:**

**III.1. Eligible applicants:** Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

**III.2. Cost Sharing or Matching Funds:** There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110, (Revised), Subpart C.23 - Cost Sharing and Matching. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

**III.3. Other Eligibility Requirements:**

a.) Bureau grant guidelines require that organizations with less than four years experience in conducting international exchanges be limited to \$60,000 in Bureau funding. ECA anticipates making one award, in an amount up to \$1,000,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years experience in

conducting international exchanges are ineligible to apply under this competition. The Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

b.) Technical Eligibility: All proposals must comply with the following or they will result in your proposal being declared technically ineligible and given no further consideration in the review process.

The Office does not support proposals limited to conferences or seminars (i.e., one- to fourteen day programs with plenary sessions, main speakers, panels, and a passive audience). It will support conferences only when they are a small part of a larger project in duration that is receiving Bureau funding from this competition.

No funding is available exclusively to send U.S. citizens to conferences or conference-type seminars overseas; nor is funding available for bringing foreign nationals to conferences or to routine professional association meetings in the United States.

The Office of Citizen Exchanges does not support academic research or faculty or student fellowships.

**IV.) Application and Submission Information:**

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the RFGP deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

**IV.1 Contact Information to Request an Application Package:**

Please contact Beth Fine, Office of Citizen Exchanges, ECA/PE/C/SU, SA-5, 3<sup>rd</sup> Floor, SportsUnited, Department of State, Washington, DC 20522-0503, telephone: 202-632-6061; fax: 202-632-6492; or email: FineEH@state.gov to request a Solicitation Package. Please refer to the Funding Opportunity Number located at the top of this announcement when making your request.

Alternatively, an electronic application package may be obtained from grants.gov. Please see section IV.3f for further information.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation.

It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please specify Beth Fine and refer to the Funding Opportunity Number ECA/PE/C/SU-12-14 on all other inquiries and correspondence.

IV.2. To Download a Solicitation Package Via Internet:

The entire Solicitation Package may be downloaded from the Bureau's website at

<http://exchanges.state.gov/grants/open2.html>, or from the Grants.gov website at <http://www.grants.gov>.

Please read all information before downloading.

IV.3. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under IV.3f. "Application Deadline and Methods of Submission" section below.

IV.3a. You are required to have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access <http://www.dunandbradstreet.com> or call 1-866-705-5711. Please ensure that your DUNS number is included in the appropriate box of the SF - 424 which is part of the formal application package.

IV.3b. All proposals must contain an executive summary, proposal narrative and budget.

Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document and the Project Objectives, Goals and Implementation (POGI)

document for additional formatting and technical requirements.

IV.3c. All federal award recipients must maintain current registrations in the Central Contractor Registration (CCR) database. Recipients must maintain accurate and up-to-date information in the CCR until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in the CCR will render applicants ineligible to receive funding.

You must have nonprofit status with the IRS at the time of application. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the



past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

IV.3d. Please take into consideration the following information when preparing your proposal narrative:

**IV.3d.1 Adherence To All Regulations Governing The J Visa**

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this RFGP, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this RFGP will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects

that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from:

Office of Designation, Private Sector Programs Division  
U.S. Department of State  
ECA/EC/D/PS, SA-5, 5<sup>th</sup> Floor  
2200 C Street, NW  
Washington, DC 20037

IV.3d.2     **Diversity, Freedom and Democracy Guidelines**

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including, but not limited to ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle

both in program administration and in program content. Please refer to the review criteria under the 'Support for Diversity' section for specific suggestions on incorporating diversity into your proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

#### **IV.3d.3. Program Monitoring and Evaluation**

Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau

expects that the recipient organization will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this RFGP.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs

are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the RFGP (listed here in increasing order of importance):

1. **Participant satisfaction** with the program and exchange experience.
2. **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
3. **Participant behavior**, concrete actions to apply knowledge in work or community; greater

participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.

4. **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

**Please note:** Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it 1) specifies intended outcomes; 2) gives clear descriptions of how each outcome will be measured; 3) identifies when particular outcomes will be measured; and 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups). (Please note that evaluation plans that deal only with the first level of

outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.)

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

IV.3e. Please take the following information into consideration when preparing your budget:

IV.3e.1. Applicants must submit SF-424A - "Budget Information - Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

IV.3e.2. Allowable costs for the program include the following:



1. Educational materials;
2. Participant travel (domestic, local, and international transportation);
3. Orientations;
4. Cultural activities;
5. Meeting costs;
6. Food and lodging,
7. Travel and Per Diem for Interpreters or English Language Officers;
8. Small grants;
9. Evaluation;
10. Other justifiable expenses directly related to supporting program activities.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

IV.3f. Application Deadline and Methods of Submission:

Application Deadline Date: February 6, 2012

Reference Number: ECA/PE/C/SU-12-14

Methods of Submission:

Applications may be submitted in one of two ways:

1.) In hard-copy, via a nationally recognized overnight delivery service (i.e., Federal Express, UPS, Airborne Express, or U.S. Postal Service Express Overnight Mail, etc.), or

2.) Electronically through <http://www.grants.gov>.

Along with the Project Title, all applicants must enter the above Reference Number in Box 11 on the SF-424 contained in the mandatory Proposal Submission Instructions (PSI) of the solicitation document.

#### IV.3f.1 Submitting Printed Applications

Applications must be shipped no later than the above deadline. Delivery services used by applicants must have in-place, centralized shipping identification and tracking systems that may be accessed via the Internet and delivery people who are identifiable by commonly recognized uniforms and delivery vehicles. Proposals shipped on or before the above deadline but received at ECA more than seven days after the deadline will be ineligible for further consideration under this competition. Proposals shipped after the established deadlines are ineligible for

consideration under this competition. ECA will not notify you upon receipt of application. It is each applicant's responsibility to ensure that each package is marked with a legible tracking number and to monitor/confirm delivery to ECA via the Internet. Delivery of proposal packages may not be made via local courier service or in person for this competition. Faxed documents will not be accepted at any time. Only proposals submitted as stated above will be considered.

Important note: When preparing your submission please make sure to include one extra copy of the completed SF-424 form and place it in an envelope addressed to "ECA/EX/PM".

The original and (8) copies of the application should be sent to:

Program Management Division  
ECA-IIP/EX/PM

Ref.: ECA/PE/C/SU-12-14

SA-5, Floor 4

Department of State

2200 C Street, NW

Washington, D.C. 20037

#### IV.3f.2 - Submitting Electronic Applications

Applicants have the option of submitting proposals electronically through Grants.gov (<http://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the "Find" portion of the system.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov

Please follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/GetStarted>).

Several of the steps in the Grants.gov registration process could take several weeks. Therefore, applicants should check with appropriate staff within their organizations immediately after reviewing this RFGP to confirm or determine their registration status with Grants.gov.

Once registered, the amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your internet connection. In addition, validation of an electronic submission via Grants.gov can take up to two business days.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "For Applicants" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA bears no responsibility for data errors resulting from transmission or conversion processes.

Direct all questions regarding Grants.gov registration and submission to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: Monday - Friday, 7AM - 9PM Eastern Time

Email: [support@grants.gov](mailto:support@grants.gov)

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the grants.gov system, and will be technically ineligible.

Please refer to the Grants.gov website, for definitions of various "application statuses" and the difference between a submission receipt and a submission validation.

Applicants will receive a validation e-mail from grants.gov upon the successful submission of an application. Again, validation of an electronic submission via Grants.gov can take up to two business days. Therefore, we strongly

recommend that you not wait until the application deadline to begin the submission process through Grants.gov. ECA will not notify you upon receipt of electronic applications.

**It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.**

Optional – IV.3f.3 You may also state here any limitations on the number of applications that an applicant may submit and make it clear whether the limitation is on the submitting organization, individual program director or both.

IV.3g. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

## **V. Application Review Information**

### **V.1. REVIEW PROCESS**

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards cooperative agreements resides with the Bureau's Grants Officer.

**REVIEW CRITERIA**

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:



**1. Quality of the Program Idea:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.

**2. Program Planning and Ability to Achieve Objectives:**

Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. The agenda and plan should adhere to the program overview and guidelines described above. Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.

**3. Support of Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and debriefing sessions, and follow-on activities).

**4. Institutional Capacity/Track Record:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management

and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

**5. Program Evaluation:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. Draft survey questionnaires or other techniques plus a description of a methodology to link outcomes to the original program objectives are recommended.

**6. Cost-effectiveness/Cost-sharing:** The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

**7. Follow-on Activities:** Proposals should provide a plan for implementation and of the small grants program described above. That plan should include coordination with the appropriate post. All follow-on activities should be tracked and evaluated.

**VI.) Award Administration Information****VI.1a. Award Notices:**

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive an Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and mailed to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

VI.1b The following additional requirements apply to this project:

A critical component of current U.S. government Iran policy is the support for indigenous Iranian voices. The State Department has made the awarding of grants for this purpose

a key component of its Iran policy. As a condition of licensing these activities, the Office of Foreign Assets Control (OFAC) has requested the Department of State to follow certain procedures to effectuate the goals of Sections 481(b), 531(a), 571, 582, and 635(b) of the Foreign Assistance Act of 1961 (as amended); 18 U.S.C. §§ 2339A and 2339B; Executive Order 13224; and Homeland Security Presidential Directive 6. These licensing conditions mandate that the Department conduct a vetting of potential Iran grantees and sub-grantees for counter-terrorism purposes. To conduct this vetting the Department will collect information from grantees and sub-grantees regarding the identity and background of their key employees and Boards of Directors.

**Note:** To assure that planning for the inclusion of Iran complies with requirements, please contact Beth Fine, telephone number 202-632-6061, e-mail [fineeh@state.gov](mailto:fineeh@state.gov) for additional information.

All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West

Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact: Beth Fine, telephone number 202-632-6061, e-mail [fineeh@state.gov](mailto:fineeh@state.gov) for additional information.

#### VI.2 **Administrative and National Policy Requirements:**

Terms and Conditions for the Administration of ECA agreements include the following:

Office of Management and Budget Circular A-122, "Cost Principles for Nonprofit Organizations."

Office of Management and Budget Circular A-21, "Cost Principles for Educational Institutions."

OMB Circular A-87, "Cost Principles for State, Local and Indian Governments".

OMB Circular No. A-110 (Revised), Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations.

OMB Circular No. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.

OMB Circular No. A-133, Audits of States, Local Government, and Non-profit Organizations

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>.

<http://fa.statebuy.state.gov>

VI.3.       **Reporting Requirements:** You must provide ECA with a hard copy original plus one copy of the following reports:

- 1.)       A final program and financial report no more than 90 days after the expiration of the award;

- 2.) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.
- 3.) A SF-PPR, "Performance Progress Report" Cover Sheet with all program reports.
- 4.) Quarterly program and financial reports which should include relevant details on all programs completed that quarter, as well as a description of planning undertaken for programs taking place in the following quarter. Specific information on mentorship hosts, follow-on grants, and other program activities should be included.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to IV. Application and Submission Instructions (IV.3.d.3) above for Program Monitoring and Evaluation information.

**All reports must be sent to the ECA Grants Officer and ECA Program Officer listed in the final assistance award document.**

Optional Program Data Requirements:

Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. As a minimum, the data must include the following:

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement.
- 2) Numbers of all persons who benefit from the award funding but do not travel.
- 3) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least one week prior to the official opening of the activity.



**VII. Agency Contacts**

For questions about this announcement, contact: Beth Fine,  
U.S. Department of State, ECA/PE/C/SU, SA-5, 3<sup>rd</sup> Floor,  
SportsUnited, Department of State, Washington, DC 20522-  
0503, telephone: 202-632-6061; fax: 202-632-6492; or email:  
[FineEH@state.gov](mailto:FineEH@state.gov).

All correspondence with the Bureau concerning this RFGP  
should reference the above title and number ECA/PE/C/SU-12-  
14.

Please read the complete announcement before sending  
inquiries or submitting proposals. Once the RFGP deadline  
has passed, Bureau staff may not discuss this competition  
with applicants until the proposal review process has been  
completed.

**VIII. Other Information:****Notice:**

The terms and conditions published in this RFGP are binding and may not be modified by any Bureau representative.

Explanatory information provided by the Bureau that contradicts published language will not be binding.

Issuance of the RFGP does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section VI.3 above.

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Ann Stock

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Date

Assistant Secretary for Educational and Cultural Affairs  
Department of State

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J. Adam Ereli

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Date

Principal Deputy Assistant Secretary

Bureau of Educational and Cultural Affairs

U.S. Department of State